

# Communications/Public Relations Intern



**CLA is spreading the word about its new 12-month full-time position of:**

## **Communications/Public Relations Intern**

### PURPOSE OF INTERN:

Community Living Algoma has been transitioning from segregated program models of support to individualized and community based supports and services. There have been many success stories and we are very proud of our agency's accomplishments. We have noticed significant communication gaps with stakeholders that include family members, employees, and the broader community.

That's the part where you'll come in!

We determined that there is a need for a position in our organization dedicated to communications and public relations. You would also assume the responsibility for all social media platforms associated with CLA. The goal is to achieve improved communication with all stakeholders as well as creating a sense of pride, accomplishment, and success both internally and externally.

### DESCRIPTION OF TASKS:

As the communications/public relations intern, you will be responsible for the following:

- Believing in Community Living's Mission, Vision and Values principles
- Working under the supervision of the Executive Assistant
- Preparing, editing, and proofreading various communication/project documents (presentations, marketing material, web content, internal and external newsletters, communications, etc.)
- Preparing and organizing correspondence, performing data entry and word processing functions, and creating a variety of documents
- Supporting a team in planning, organizing, and coordinating communication and/or project activities (developing presentations and marketing material, planning conferences, events, tours, etc.)

- Conducting research and performing analysis (internal and external communications reports, presentations, project plans, etc.)
- Working with graphics, web publishing, website, online and social media accounts
- Planning, organizing, coordinating and managing daily assigned work
- Success stories – interviewing person supported (must be capable of taking photos and producing short videos)

#### WHAT SKILLS YOU'LL NEED:

##### **Communication and Interpersonal Skills:**

- Written communication skills to document findings, recording data and preparing a variety of documents (reports, presentations, meeting minutes, newsletters, etc.)
- Customer service, verbal, written and active listening skills to respond to phone, email, and in-person inquiries and providing information to internal clients and/or the public
- Initiative and interpersonal skills to work collaboratively within a multi-disciplinary team

##### **Technical Skills and Knowledge:**

- Experience in Microsoft Office (Word, Excel, Powerpoint, etc.)
- Using databases, email and the internet to conduct research in preparing documents
- Applying your knowledge/experience with writing, editing and proofreading documents
- Knowledge/experience with graphics/web publishing
- Knowledge/experience with photo library to provide stock imagery

##### **Analytical and Organizational Skills:**

- Input data accurately and generate reports with attention to detail
- Planning/organizational skills to collect, organize, review, and verify information/data through review of files, reports and other means
- Planning, coordination, and time management skills to support multiple projects
- Plan, coordinate and schedule a range of activities while ensuring deadlines are met
- Work independently or as part of a team

#### ARE YOU QUALIFIED?

We are looking for a University or College graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first-time employment in the candidate's field of study. French is an asset.

HOW TO APPLY:

If this internship strikes your interest, you can email a copy of your cover letter and resume to [Lezlie\\_Wilson@cla-algoma.org](mailto:Lezlie_Wilson@cla-algoma.org) by 4 p.m. on May 18<sup>th</sup>, 2018. Successful applicants will be contacted for an interview.

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